

**STATE OF MONTANA**  
**SECRETARY OF STATE**  
**RECORDS MANAGEMENT BUREAU**  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category ▶ **GENERAL FINANCIAL RECORDS**

General  
Schedule Number ▶ **2**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Accounts Receivable/Payable	Agency	3 years	2 years	5 years	Destroy
2	Accounts Uncollectable (Including Write-Off Authority)	Agency	3 years	2 years	5 years	Destroy
3	Deposits, Reconciliations, Stop Payments	Agency	3 years	2 years	5 years	Destroy
4	Ledgers - Books of Final Entry	Agency	5 years		5 years	Archives
5	Journals/Registers - Books of Original Entry	Agency	3 years	2 years	5 years	Destroy
6	Record of Daily Transactions	Agency	3 years	2 years	5 years	Destroy
7	Vouchers	Agency Accounting Division	3 years 1 year	2 years 4 years	5 years 5 years	Destroy Destroy
8	General Journal (Non-SBAS users only)	Agency	3 years	2 years	5 years	Destroy
9	Billing Support Documentation	Agency	2 years	2 years	4 years	Destroy
10	Claims (Request for Payments)	Agency	3 years		3 years	Destroy
	<b>BANK AND LOCAL FUND RECORDS</b>					
11	Cancelled & Voided Checks (Warrants)	Agency Auditor	3 years 3 years	2 years	5 years 3 years	Destroy Destroy
12	Bank Statements	Agency	3 years	2 years	5 years	Destroy
13	Bank Deposit Slips	Agency	3 years	2 years	5 years	Destroy
14	Check Registers	Agency	3 years	2 years	5 years	Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
15	Local Fund Receipts (Receipts for License fees, service, etc. of state agency routine business)	Agency	3 years	2 years	5 years	Destroy
16	Local Fund Correspondence  BUDGET FORMS	Agency	3 years		3 years	Destroy
17	Budget Preparation Forms (Forms B-02, B-7, B-8, A, B, C, B-1000, B-80, B-70)	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
18	Correspondence Concerning Budgets	Office of Budget & pp Agency	2 years 1 year	3 years	5 years 1 year	Destroy Destroy
19	Position Control Report	Office of Budget & pp Personnel Agency	2 years 2 years 2 years	3 years	5 years 2 years 2 years	Destroy Destroy Destroy
20	Position Control Adjustment	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
21	Adjustment Update Report	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
22	Budget Addition Request (Justifications, Program Analysis, Staffing Pattern)	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
23	Budgets	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy